



SYNERGI, an equal opportunity employer has the following vacancy for a dynamic and energetic person with Namibian Citizenship.

CREATIVE EXECUTIVE

Paterson Grade: C3

Duty Station: Windhoek

Job Purpose

Manages the creative process from concept to completion and translate marketing objectives into clear creative strategies. He/she work closely with multidisciplinary project teams, e.g. (print) design, animation and ensures that visual communication and brand standards are met. He/she recruits clients and agency projects, leads and directs the creative team in the production of all marketing collateral and oversees client pitches and proposals, profitability, deliverables, timelines and budgets. The Creative Manager Synergi reviews work, troubleshoots and provides feedback to creative staff. He/she manages and cultivates the career development of Synergi’s staff members.

Minimum Qualifications, Education and Experience

	Required	Preferred
Qualification	<ul style="list-style-type: none">- Bachelor’s degree in art, graphic design, marketing, communications, journalism and other relevant fields. With preferably post-graduate specialization.-Valid Driver’s License	
Experience	<ul style="list-style-type: none">- Minimum 5 years’ experience as a manager in a creative advertising agency.- A minimum of 5 years ’digital experience, particularly with, but not limited to web, social and emerging technologies.- Extensive experience in visual communication.- Experience in a managerial capacity.- Theoretical and practical knowledge with experience in commercial production.- A extensive understanding of design, copy and web practices.- Have in-depth knowledge of brand. development and multichannel marketing models.	



Skills and Competencies

- Strong consumer and product awareness.
- Good organizational and planning skills.
- Excellent written and verbal communication.
- The ability to work on multiple projects at the same time.
- The ability to work under pressure and to adhere to deadlines.
- Good attention to detail and accuracy.
- Self-motivation.
- The ability to be a team player.
- The ability to establish sound working relations with all levels of employees.
- Brilliant interpersonal and communication skills.
- Must be a creative and strategic thinker.
- A self-starting attitude and an open outlook.
- Capability to recruit client- and agency projects.

Key Performance Areas

- Work with the brand team to produce new ideas for company branding, promotional campaigns, and marketing communications.
- Assist clients in resolving issues by responding to questions in a timely and professional manner.
- Create and implement tailored marketing plans based on individual client requirements.
- Direct brainstorming meetings and creative sessions.
- Shape brand standards and create procedures to ensure all products are brand appropriate.
- Manage creative team in producing commercial material.
- Supervise the department's daily workflow, assign project workload, and monitor deadlines and budgets.
- Advise management in the budgetary requirements of the work unit managed and supervised.
- Evaluate trends, assess new data and keep up-to-date with the latest marketing techniques.
- Execute management accountabilities for reporting staff.
- Determine and apply strategies for future implementation.

Duties and responsibilities

- Manage staff to perform their duties in such a way that they adhere to the standards of performance set.
- Recruit and select staff according to the skills and aptitudes required for Synergi.
- Facilitate a process to ensure effective communication between the production sections, marketing teams and clients.
- Recommend, acquire and implement software and hardware required for effectively performing duties.
- Study, introduce and apply international standards and trends in design to continuously engage with audiences.
- Determine and apply strategies for future implementation to keep the production teams abreast of editorial and marketing demands.
- Maintain and direct staff to maintain archiving of material as it is produced and monitor that archives are updated regularly.
- Determine the new needs and requirements in the sections managed and advise Management annually to ensure that budgetary provision is made for normal research and development.
- Manage production staff applying the principles of pooling of expertise and skills and assigning where needed and where specific and abilities are best applied.
- Produces art layouts by developing art concepts and providing work direction to staff.
- Trains, assigns, schedules and coach's employees in cooperation with supervisors and coordinators.



- Resolves operation problems.
- Identifies work process improvements.
- Meets department cost standards by monitoring expenses and implementing cost-saving actions.
- Formulates art concepts by supervising team engaged in executing layout designs for artwork and copy to be presented by visual communications media.
- Keeps customers informed by reviewing illustrative material for presentation.
- Reviews project production factors by studying budget, background information, objectives, presentation approaches, styles and techniques.
- Selects and secures illustrative material by formulating basic layout design concepts and conducting research.
- Obtains client approval by presenting final layouts, storyboards, and illustrations; and responds to client commentary and requests.
- Improves quality results by studying, evaluating and re-designing processes.
- Builds an environment for the creative team to work in and overseeing their ideas and projects.
- Takes responsibility for the creative philosophy and the standard of output across the agency or department.
- Recruits client- and agency projects.
- Develops ideas for advertising or promotional campaigns.
- Pitches concepts to clients or chief design officer.
- Oversees several projects from start to finish, keeping to deadlines, and signing off on these projects before they are presented.
- Liaises with clients to keep them informed and to highlight any issues.

Interested candidates who qualify for the above position can forward their CV with certified copies of qualifications and relevant documentation to:

The Human Resources Department - E-mail: vacancies@nmh.com.na. Please write “**Creative Executive - Paterson Grade: C3**” in the subject line.

Only shortlisted candidates will be contacted. No documents will be returned.

Closing date: 07 July 2023

Interviews: 12-13 July 2023

